



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Legal

Division: Office of the Director

Sub-Section:

TITLE: Hearing Records

CUTOFF: Final decision of PAB or AHC

DESCRIPTION: Records created by Missouri Department of Corrections to defend the department in employment related issues in Personnel Advisory Board (PAB) or Administrative Hearing Commission (AHC) hearings. Records also contains PAB or AHC decision and orders.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21732

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Legal and Grievance Correspondence

CUTOFF: EOSFY

DESCRIPTION: Correspondence or communications of a legal nature from state agencies, federal agencies, correctional facilities, employees, and attorneys regarding offender grievances and censorship issues. This file is strictly the response that legal provides to the requestor (i.e. grievance officer) when an opinion is requested. Communications maintained in this file are not to or from offenders.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21731

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Legal Opinion Files

CUTOFF: EOSFY

DESCRIPTION: Missouri Department of Corrections documentation of the agency's role in the process to develop, request, respond or provide opinions directly related to the agency's programs and/or functions.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21734

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Legal

Division: Office of the Director

Sub-Section:

TITLE: Offender Correspondence

CUTOFF: EOSFY

DESCRIPTION: This is correspondence from offenders, offender families that are not lawsuit or grievance related and the department's responses.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21729

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Offender Lawsuits and Attorney General Correspondence

CUTOFF: Resolution of case

DESCRIPTION: Material of special interest, legal opinions, decisions and other correspondence between the Attorney General and the Department of Corrections.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21730

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: ShareLeave Correspondence and Documentation

CUTOFF: EOCY

DESCRIPTION: Contains applications, supporting medical documentation, report of donated hours and general correspondence relating to the application and approval of ShareLeave hours to Department employees.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21733

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010